

User Manual

VU-Mail Outlook 2007 Windows

October 09



This document describes how to configure Outlook 2007 on a Windows XP computer for the Exchange mail server. This manual should also work for Windows Vista and Windows 7.

1. Overview Settings

Account Type: **Exchange**

Email Address: **f.h.lastname@vu.nl** or **f.h.lastname@student.vu.nl**

Mail Server: **webmail.vu.nl** (**autodiscover.vu.nl**)

User Name: **vu\VU-net-id**

Password: VU-net-id Password

2. Requirements

The following requirements should be met to configure Mail and connect to the exchange 2010 mail server.

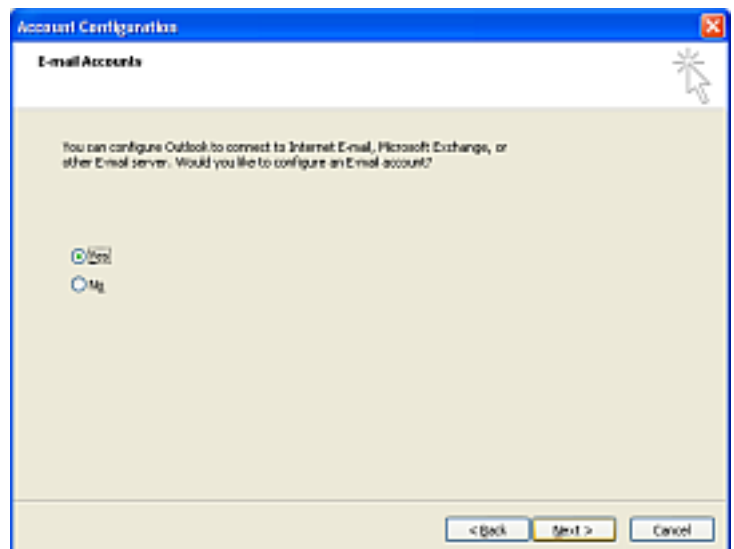
- A computer with Windows and Outlook 2007 installed.
- An active internet connection with access to TCP ports 993 and 587
- Your VU-net-id.

3. Configuring Outlook

- Install and/or open *Outlook 2007* which is part of a full Microsoft Office 2007 installation.
- A configuration wizard will start.
- Click on **Next**



- Select **Yes**
- Click on **Next**

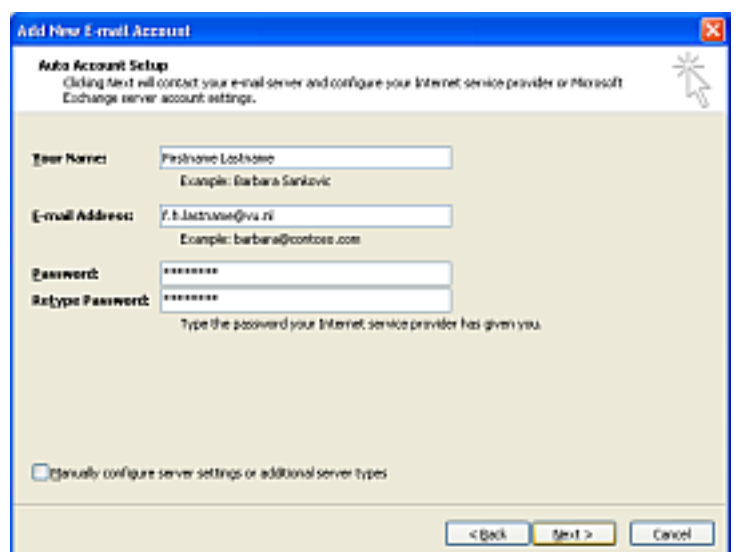


- Enter the following information:

Full Name: <Firstname Lastname>
 Email Address*: <e-mail address>
 Password: <VU-net-id password>
 Retype Password: <VU-net-id password>

- Click on **Next**

****Note:** Your e-mail address will consist of the letters of your firstnames separated with dots, then your lastname ending with @vu.nl when you are an employee or @student.vu.nl when you are a student.*

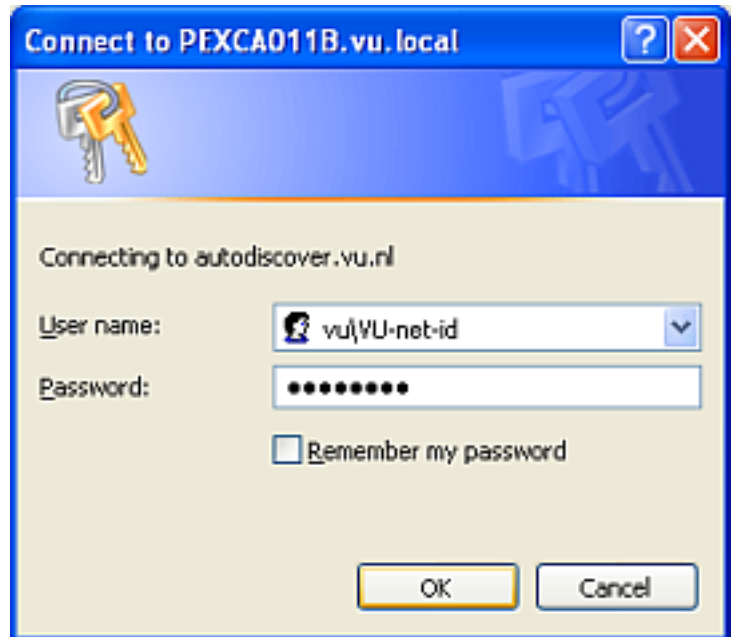


- Outlook will ask you to enter your **VU-net-id**.
- Enter the following information:

User Name*: **vu\VU-net-id**
Password: **<VU-net-id password>**

Mark on: **Remember my password**
- Click on **OK**
- You are done setting up your Outlook 2007 VU-Mail account.

****Note:** Do not forget to put **vu** before your VU-net-id in the User Name field.*



4. Assistance UC-IT Service desk

If you did not manage to get the e-Mail working, please contact the UC-IT Service desk.

Located at the general service desk in the **main building 0A.11**

Hours of operation: Monday to Friday: **9:00** am - **5:00** pm